

Attachment II

CTE Certification Sub-committee

Activities and Timeframes

The Certification Sub-committee and state staff used the following process to establish the Proposed Requirements for Career and Technical Education teacher certification:

Fall 2007

- CTE Advisory Committee to the AZ State Board of Vocational and Technological Education appointed a sub-committee to lead the effort to revise CTE teacher certification requirements.

January 2008

- A survey was sent to all local district's Career and Technical Education Directors and Joint Technical Education Districts (JTED) Superintendents requesting they identify issues with current CTE certification requirements and suggest solutions.

February 14, 2008

- The Certification Sub-committee met to review results of survey and identify common issues and solutions.

April 21, 2008

- April 21, 2008 - the Sub-committee convened to suggest revisions targeting concerns and proposed solutions.

May 9, 2008

- Suggested revisions were sent to all CTE Directors and JTED Superintendents to review and offer suggestions.

June 5, 2008

- Certification Sub-committee convened to incorporate the suggestions and refine the proposal for further consideration.

July 18, 2008

- Proposal for CTE certification requirements was presented to 120 CTE Directors and JTED Superintendents where extensive discussion in small groups provided suggestions for revisions.

July 21-23, 2008

- Proposal for CTE certification requirements, incorporating CTE Director's and JTED Superintendents suggestions and revisions, was presented to each CTE affiliate teacher group at the ACTEaz Conference for further input. Approximately 1000 copies of the proposal were distributed to teachers for discussion. Many individuals combined their responses with a total response being 520.

August 11, 2008

- Certification Sub-committee Co-Chairs and ADE staff met with the Certification Unit's DAS, Director and Program Specialist to review proposal and discuss process for moving the proposal forward for consideration.

August 13, 2008

- Certification Sub-committee convened to incorporate the suggestions and refine the proposal for further review by the State Board of Vocational –Technological Education State Advisory Committee.

August 22, 2008

- The State Vocational-Technological Education CTE Advisory Committee approved the proposal for CTE certification requirements with noted revisions.
- The State CTE Advisory Committee appointed a second Sub-committee to develop a proposed process for submitting and approving professional/staff development activities that would satisfy a maximum of 6 semester hours of the continuing education requirements outlined in the certification proposal.
- The Association of Agriculture Teacher brought to attention their concern about the need for having methods of teaching be in "Career and Technical Education" and not left open to have any "methods of teaching" course as part of the professional development requirements.

August 25, 2008

- In order to clarify confusion that surfaced, a survey was sent to all CTE Directors and JTED Superintendents to be shared with their CTE instructional staff for input. . The survey requested that each school provide their input regarding the preferred language for continuing education requirement: “*methods of teaching*”, or “*methods of teaching career and technical education*.”

August 29, 2008

- Responses from the survey were received resulting in nearly a tie vote, with less than one-fourth return of the survey. It was decided that another survey needed to be distributed to secure larger numbers of returns.

September 16, 2008

- A second survey was sent to all CTE Directors and JED Superintendents again, urging them to work with their CTE teacher staff to respond to either “*methods of teaching*” or “*methods of teaching career and technical education*.”

September 19, 2008

- Sub-Committee Co-chairs and CTE state staff for professional development met to review and refine proposal for the proposed process for submitting and approving professional/staff development activities that would satisfy a maximum of 6 semester hours of the continuing education requirements outlined in the certification proposal.
- Revisions were emailed to all sub-committee members for input and suggestions.

September 24, 2008

- Responses from the second survey were due. The response was significantly higher, 57 responses favored “*methods of teaching*” and 69 favored “*methods of teaching career and technical education*”.
- Sub-committee for CTE Certification convened to approve the change to “*methods of teaching career and technical education*” for inclusion in the continuing education requirement.
- Sub-committee for CTE Certification also approved the proposed process for submitting and approving professional/staff development activities to satisfy 6 semester hours of continuing education requirements.

September 25, 2008

- The CTE Advisory Committee approved the proposal for CTE certification requirements incorporating the new language of “*methods of teaching career and technical education*” as presented by the CTE Certification Sub-committee.
- The CTE Advisory Committee approved proposed process for submitting and approving professional/staff development activities that would satisfy a maximum of 6 semester hours of the continuing education requirements outlined in the certification proposal, as presented by the CTE Certification Sub-committee.
- The State CTE Advisory Committee approved the entire CTE Proposed Requirements for Career and Technical Education Certification.

October 3, 2008

- Career Pathways Director met with Certification Unit Program Specialist to review:
 - proposal to ensure the requirements proposed are written clearly and could be easily interpreted by certification for enforcement..
 - definitions to ensure clear interpretation.
 - proposed process for CTE to approve professional development activities developed by the staff/professional development sub-committee .
 - proposal in “Administrative Code” format to ensure the appropriate process for deleting and adding to requirements were followed.

October 28, 2008

- Career Pathways Director again, met with Certification Unit Program Specialist to review and make suggested edits to “Administrative Code” language for clarification.

December 8, 2008

- Presented to the Arizona State Board of Career and Technological Education for support. The State Board supported the document and encouraged the Certification Advisory Committee to expedite the review process in order for the State Board of Career and Technological to hear the proposal for approval by spring '09.